

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 34	
2. AMENDMENT/MODIFICATION NO. 03		3. EFFECTIVE DATE 07-Jul-2017		4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO.(If applicable)	
6. ISSUED BY US NAVY SPAWARSSYSCEN ATLANTIC CHARLESTON PO BOX 190022 2.0 CONTRACTS 843-218-3986 TRACIE.EVANS@NAVY.MIL NORTH CHARLESTON SC 29419-9022		CODE N65236		7. ADMINISTERED BY (If other than item 6) DCMA MANASSAS 10500 BATTLEVIEW PARKWAY SUITE 200 MANASSAS VA 20109-2342		CODE S2404A	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) GENERAL DYNAMICS INFORMATION TECH., INC. GOVERNMENT REPRESENTATIVE 3211 JERMANTOWN ROAD FAIRFAX VA 22030-2844				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. W91QUZ-06-D-0012-V706			
				X 10B. DATED (SEE ITEM 13) 28-Feb-2017			
CODE 07MU1		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: evanstr172270 The purpose of this modification is to remove the Contractor Manpower Quarterly Status Report (CDRL T017) from the Performance Work Statement and remove the Contractor Manpower QSR CDRL from the QASP. All other terms and conditions remain unchanged.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) TRACIE EVANS / CONTRACT SPECIALIST TEL: 843-218-3986 EMAIL: tracie.evans@navy.mil			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY (b)(6) (Signature of Contracting Officer)		16C. DATE SIGNED 07-Jul-2017	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

PERFORMANCE WORK STATEMENT**SECTION C – DESCRIPTIONS AND SPECIFICATIONS****SPECIFICATIONS PERFORMANCE WORK STATEMENT (PWS)**

Work under this performance-based contract shall be performed in accordance with the following description which herein shall be referred to as the PWS:

1.0 PURPOSE**1.1 BACKGROUND**

The AN/TSQ-239A(V) Combat Operations Center (COC) is comprised primarily of Commercial-Off-The-Shelf (COTS) and Non-Developmental Items (NDI) integrated into a system designed to provide expeditionary command and control (C2) operational facilities that are used by Marines to collect, process, and disseminate tactical data for elements of a Marine Air Ground Task Force (MAGTF). The COC provides commanders and staffs with the common operational picture (COP) and tactical data and communications assets needed to plan and conduct combat operations in an expeditionary environment. The system enables analytical and intuitive decision-making with a common, modular, scalable, and transportable equipment set consisting of an operational facility that includes tents, a C2 system, visual displays, and software. The COC operational software consists primarily of existing Marine Corps Tactical Data System (TDS) software previously resident on numerous hardware platforms throughout the MAGTF.

COC operator workstations can be configured at user discretion to access software and communicate over several data networks depending on the type variant. COCs have large screen visual display systems used for crew situational awareness, briefing, and collaborative planning purposes, and are also variously equipped with color printers, scanners, copiers, plotters, paper shredders, video teleconferencing kits, and other peripherals and supporting items. Selected mission critical data processing components are configured with Uninterruptible Power Supplies (UPS) for continuous operation in the event of a power failure.

The COC A model's operational components are shock-mounted in transit cases. Transit cases are easily removed or repositioned for system reconfiguration or maintenance. COC radio, telephone, and encryption equipment is supplied from the using unit Table of Equipment (T/E). Radios are typically located up to two kilometers from the COC using supplied tactical fiber optic cable assemblies (TFOCA). Operator workstations are used to access voice communications channels and are equipped with a headset-microphone for using Voice over Internet Protocol (VoIP) intercom, radio, and telephone circuits.

Refer to Attachment 3, Table 1 for the approximate physical description of each COC variant in operational and embarkation configurations. Refer to Attachment 3, Table 2 for a general listing of significant components that comprise each COC variant and model. For a detailed components list and technical information, refer to Attachment 5, Annotated Marine Corps Component Lists (SL-3); and the Interactive Electronic Technical Manual (IETM) for each COC variant and model.

Space and Naval Warfare Systems Center (SPAWARSYSCEN) Atlantic, Charleston SC is the AN/TSQ-239(V) COC Product Support Integrator (PSI), as designated by the Program Manager, Marine Corps Systems Command, Quantico VA.

The COC is fielded in four organizational dependent variants that are employed by various MAGTF and supporting establishment organizations as described below:

- AN/TSQ-239A(V)1 Marine Expeditionary Force
- AN/TSQ-239A(V)2 Marine Division or
Marine Aircraft Wing or
Marine Logistics Group
- AN/TSQ-239A(V)3 Marine Regiment or
Marine Aircraft Group
- AN/TSQ-239A(V)4 Marine Battalion or
Marine Squadron

The Marine Corps is an expeditionary force and this PWS requires world-wide performance wherever the Marines may operate, relocate or deploy their COC. As such, COCs are subject to transfer, exchange, or relocation at any time, therefore the contractor tracks and adjusts service delivery as needed to meet PWS requirements. Refer to Attachment 4, Tables 1 through 4 for COC acquisition quantities by variant and location information known at the time of award.

Currently, contractor regional sites are at Camp Pendleton CA, Marine Corps Air Station Yuma AZ, and the Marine Air Ground Task Force Training Center (MAGTFTC) Twenty-nine Palms CA for I Marine Expeditionary Force (MEF); Camp Lejeune NC for II MEF, Marine Corps Bases (MCB) in Hawaii and Okinawa, Japan for III MEF. Marine Forces Reserve units east of the Mississippi River are supported by contractor personnel dispatched from the Camp Lejeune site and west of the Mississippi River from Camp Pendleton. COCs deployed anywhere worldwide including combat zones are supported from sites in those areas that are manned by field service personnel rotations primarily sourced from the Camp Lejeune and Camp Pendleton sites.

1.2 SCOPE

This PWS outlines contractor requirements for field-level hardware sustainment and component replacement services for two hundred seven (207) United States Marine Corps (USMC) AN/TSQ-239A(V) COCs employed worldwide within a specified range of availability. This PWS includes tasking for field-level (intermediate) hardware maintenance support; the COC owning unit performs operator and crew (organizational) maintenance tasks.

NOTE: Work may be performed anywhere that the U.S. Marine Corps may deploy, including Afghanistan.

1.3 COR DESIGNATION

The Contracting Officer Representative (COR) for this task order is (b)(6), code 43130, who can be reached at phone (843) 218-(b)(6); e-mail: (b)(6)@navy.mil.

2.0 APPLICABLE DOCUMENTS

2.1 REQUIRED DOCUMENTS

The following instructional documents are mandatory for use. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal.

	Document Number	Title
a.	Marine Corps Order 4081.2	Marine Corps Performance Based Logistics

	Document Number	Title
b.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPOM) dtd 28 Feb 06
c.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87
d.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
e.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
f.	DoDI 6205.4	Department of Defense Instruction, Immunization of Other Than U.S. Forces (OTUSF) for Biological Warfare Defense
g.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
h.	SECNAVINST 4440.34	Secretary of the Navy Instruction – Implementation of Item Unique Identification within the DoN, dtd 22 Dec 09
i.	SECNAVINST 5510.30	DoN Regulation – Personnel Security Program
j.	SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
k.	SPAWARINST 4440.12	Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory
l.		COC Drawing Package

2.2 GUIDANCE DOCUMENTS

The following documents are to be used as guidance. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal.

	Document Number	Title
a.	MIL-HDBK-61A	Configuration Management
b.	MIL-STD-130N	DoD Standard Practice – Identification Marking of US Military Property
c.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
d.	DoDI 3020.41	DoD Instruction – Operational Contract Support (OCS), of 20 Dec 10
e.	DoDI 4161.02	DoD Instruction – Accountability and Management of Government Contract Property, Apr 27, 2012
f.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
g.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
h.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004
i.	DTM-08-003	Directive-Type Memorandum 08-003 – Next Generation Common Access Card (CAC) Implementation Guidance, December 1, 2008
j.	FIPS PUB 201-1	Federal Information Processing Standards Publication 201-1 – Personal Identity Verification (PIV) of Federal Employees and Contractors, March 2006
k.	Form I-9, OMB No. 115-0136	US Department of Justice, Immigration and Naturalization Services, Form I-9, OMB No. 115-0136 – Employment Eligibility Verification
l.	https://wiki.spawar.navy.mil/confluence/display/SSCACOG/	SSC Atlantic Contractor Check-in Portal

	<u>Contractor+Checkin</u>	
m.	https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide	SSC Atlantic OCONUS Travel Guide Portal
n.	SPAWARSYSCENLANT INST 12910.1A	Deployment of Personnel and Contractor Employees to Specific Mission Destinations, of 28 Dec 09
o.	TM 11031B/11032B/ 11493B-12/1	COC Interactive Electronic Technical Manual (IETM)
p.	DWG 530120	AN/TSQ-239A(V)1, COC Top-Level Drawings
q.	DWG 01-G60200E	AN/TSQ-239A(V)2, COC Top-Level Drawings
r.	DWG 01-G60300E	AN/TSQ-239A(V)3, COC Top-Level Drawings
s.	DWG 02-G60400E	AN/TSQ-239A(V)4, COC Top-Level Drawings

2.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents. Specifications and commercial/industrial documents may be obtained from the following sources:

Copies of Federal Specifications may be obtained from General Services Administration Offices in Washington, DC, Seattle, San Francisco, Denver, Kansas City, MO., Chicago, Atlanta, New York, Boston, Dallas and Los Angeles.

Copies of military specifications may be obtained from the Commanding Officer, Naval Supply Depot, 3801 Tabor Avenue, Philadelphia, PA 19120-5099. Application for copies of other Military Documents should be addressed to Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120-5099.

All other commercial and industrial documents can be obtained through the respective organization's website.

2.4 DEFINITIONS

2.4.1 Mission Critical Function (MCF) and Non-Mission Critical Function (NMCF) Equipment

Table 1 lists the six (6) COC Mission Critical Functions (MCFs) and the significant components that enable each function. Components not named or directly associated to a MCF are NMCFs. For equipment groups that require a percentage of the components to be operational to consider that equipment group operational, the percentage is denoted. The primary, secondary, and tertiary networks are defined by units based on operational use. The SIPR network is assumed to be the primary network unless otherwise designated by the owning unit. A detailed listing of MCF, NMCF, and out of scope equipment is included in Attachment 5 in an annotated Marine Corps component list (SL-3) format.

Table 1. COC Mission Critical & Non-Mission Critical Functions

Functional Group Title	MCF Equipment	NMCF Equipment
POWER DISTRIBUTION	<ul style="list-style-type: none"> Main Power Cables (High Power) Single-Point-Of-Failure (SPOF) Cables and Devices UPSs and Battery Chassis 	<ul style="list-style-type: none"> All other items
NETWORKS	<ul style="list-style-type: none"> Primary Network Servers Primary Network Switches Primary Network Storage Devices Single Point of Failure (SPOF) Cables and Devices Operator & Admin workstations (>50%) Table Switches (>50%) 	<ul style="list-style-type: none"> Secondary & Tertiary Network Switches Secondary & Tertiary Network Storage Devices IT Peripheral devices

Functional Group Title	MCF Equipment	NMCF Equipment
COMMUNICATIONS	<ul style="list-style-type: none"> ▪ TFOCA ▪ Radio Gateway ▪ Headsets (>50%) ▪ SPOF cables and devices 	<ul style="list-style-type: none"> ▪ IP Phones ▪ Public Address System
VIDEO/GRAPHICS DISPLAY	<ul style="list-style-type: none"> ▪ SPOF Cables and Devices ▪ Projectors ▪ Large Screen Displays 	<ul style="list-style-type: none"> ▪ Blu Ray DVD Player ▪ VTC
PAPER HANDLING	<ul style="list-style-type: none"> ▪ Multi-function Printers (>50%) 	<ul style="list-style-type: none"> ▪ Shredder ▪ Plotter
OPERATING FACILITY	<ul style="list-style-type: none"> ▪ SPOF Cables and Devices ▪ Operational Transit Cases 	<ul style="list-style-type: none"> ▪ Tables ▪ Chairs ▪ Video Transit Cases ▪ Storage Cases

2.4.2 Equipment Availability (AE)

A COC is fully available when the six MCFs are available to the user. NMCFs are important to the COC mission and the contractor shall fully support NMCFs; however, overall COC system availability is calculated on MCFs only. MCFs are assumed to be available unless reported as not being available.

Operationally effective work-around actions may be coordinated with the user and implemented by the user or contractor to enable full or partial MCF availability until the issue can be resolved. For example, if the primary (MCF) network device fails and the secondary or tertiary network is not being used, a device from the unused network may be temporarily installed in place of the primary network device until the failure can be resolved (owning unit must approve of substitution).

2.4.2.1 Downtime

In the event that more than one MCF is not available at the same time, any intersection (overlap) of downtime between the unavailable MCFs will be counted as a single period of time in the COC availability calculation. Refer to Figure 1 for an example of calculating downtime when there are overlapping failure events on a system.

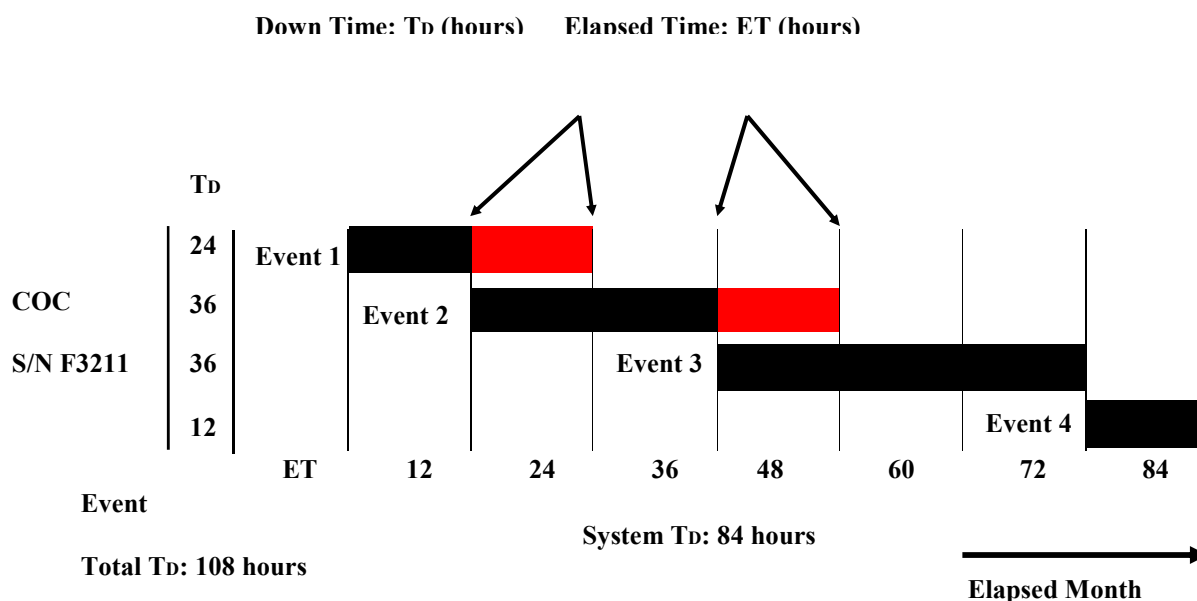


Figure 1. COC MCF Failure Relationships

2.4.2.2 Government Delay

The COC sustainment strategy integrates organic Marine Corps and contractor support. Due to the nature of this structure, the contractor does not control or have the ability to influence certain aspects of COC system employment and sustainment. These aspects are necessary Marine Corps functions, and may result in delays that would prevent access necessary to resolve reported equipment malfunctions (for example, a COC is stowed aboard ship and not accessible). These delays are collectively termed “Government Delay” (refer to Table 2, Government Delay, for example descriptions). Accordingly, the contractor is not responsible for the portions of availability that can be positively attributed to Government Delay, but the contractor is required to record the details associated with the Government Delay. The COR, using the contractor’s Automated Information System (hereinafter referred to as the Product Support Provider’s AIS, or PSP AIS), collects, analyzes, and reports on Government Delay for adverse impact to availability, with the objective of minimizing or eliminating it where possible.

Table 2. Government Delay

Government Delay	Description
Transportation of Material (Only when use of Government transportation is mandatory – ex: crisis/combat zones)	To include, but not be limited to, administration (order authorization), packing, shipper prep, handling, in-transit, receiving, inspection, unpacking, processing at site of receipt, and delivery to staging location. NOTE: for deployed sites delay includes all time until required material and technician arrive at the site where the unscheduled corrective action will occur.
Transportation of People (Only when use of Government transportation is mandatory– ex: crisis/combat zones)	Administration (preparation of travel orders or authorization), ticketing, manifesting, in-transit delay through all nodes until arrival at final destination or to site from which service/supply orders can be implemented. NOTE: for deployed sites delay includes time until required material and technician arrive at the site where the support action will occur.
Access to System Denied ▪ System in use	Self-explanatory

Government Delay	Description
<ul style="list-style-type: none"> ▪ System in storage or transit ▪ Battle damage recovery or assessment ▪ Weather or environmental factor 	Self-explanatory Self-explanatory Self-explanatory
Operator (Owning Unit) Responsibility <ul style="list-style-type: none"> ▪ Awaiting operational check ▪ Awaiting Preventive Maintenance Checks and Services (PMCS) ▪ Awaiting consumable replenishment ▪ Awaiting trained operator/crew 	Self-explanatory Self-explanatory Self-explanatory Self-explanatory
Late or No Notice of Service Requirement	Self-explanatory
Government Directed	Priority allocation change, resource re-assignment (e.g., crisis response)

2.4.2.3 Calculating Equipment Availability

Equipment Availability as modified for this task order is referred to as APBL. APBL is Equipment Availability (AE) with all Government Delay (DG) removed. Total time (TT) is the total number of hours that all COCs under sustainment should be available in a given month. TT is calculated by multiplying the total number of COCs sustained that month, times 24 hours in a day, times the number of days in that particular month. DG is the total time that month that the Government intentionally or unintentionally interfered with the contractor's ability to perform its task. DG is time that the contractor is not held responsible for. Total down time (TD) is the total number of hours that month that all COCs have not been available due to MCF failure(s). The aforementioned terms are depicted in Figure 2 for a MCF failure on one COC system.

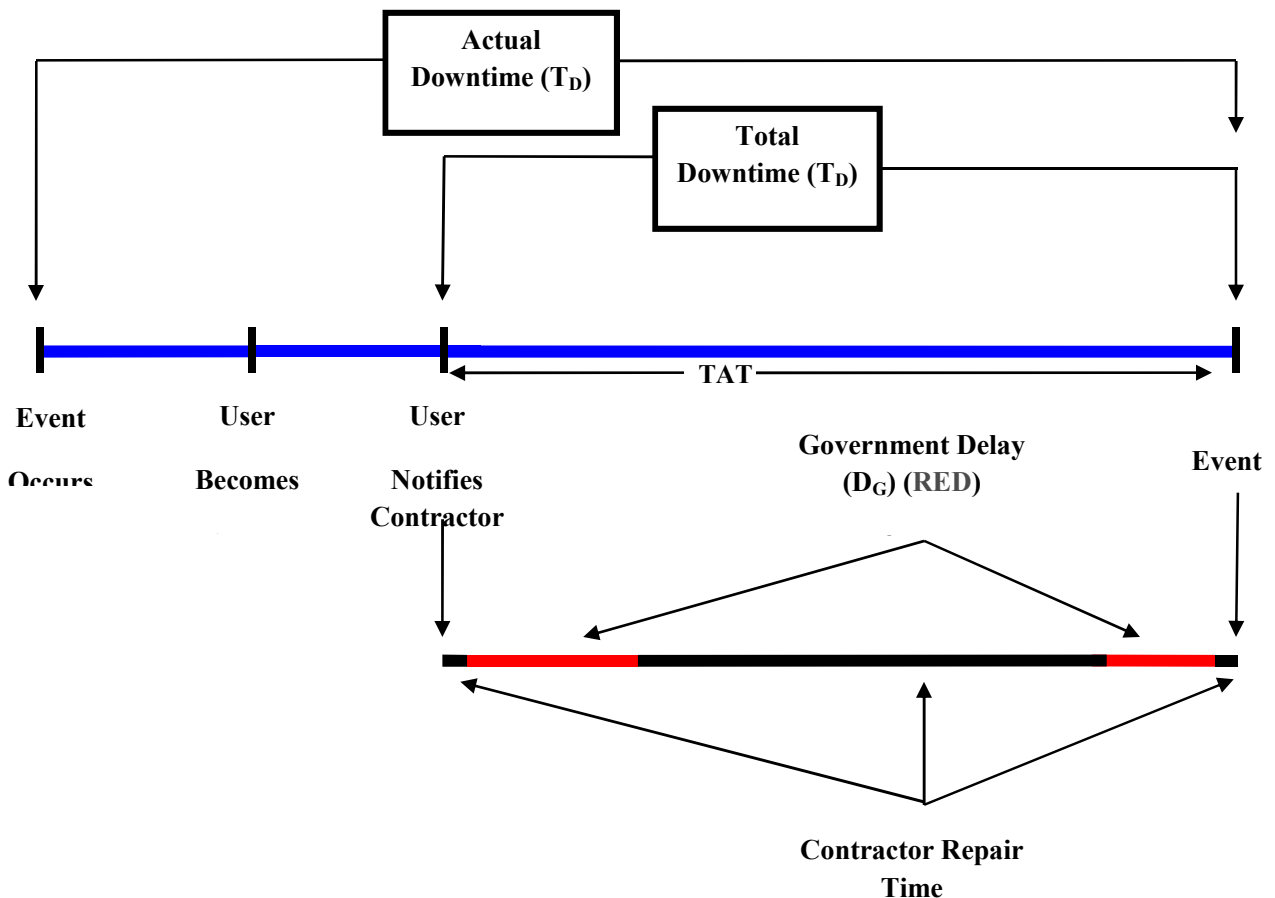


Figure 2. Depiction of Downtime

When calculating APBL for compliance with task order requirements, the below formula applies:

$$APBL = \frac{TT - (TD - DG)}{TT}$$

When calculating actual A_E for reporting purposes, the below formula applies:

$$AE = \frac{TT - TD}{TT}$$

2.4.3 Maintenance Elements

Table 3 identifies those logistics elements of COC field-level sustainment and their applicable conditions that are either included or excluded from the FFP CLIN of this task order.

Table 3. Maintenance Elements

Included	Excluded
<ul style="list-style-type: none"> Normal “wear and tear” (COC designed and tested to operate in the military expeditionary environment). Warranty management and execution Installation and maintenance of authorized and supplied configuration changes 	<ul style="list-style-type: none"> Battle damage Damage or loss caused by extreme weather (ex: tornado) or act of God (ex: earthquake) Intentional abuse, or neglect, including missing, lost, damaged material (when validated by investigation findings)
<ul style="list-style-type: none"> Labor <ul style="list-style-type: none"> --All contractor employees, sub-contractors, and vendors, regardless of location or function --PSP AIS development and maintenance --Installation and maintenance of approved COC configuration changes --Management cost in support of IPT and Performance Reviews 	<ul style="list-style-type: none"> Government facilities (when provided) Petroleum, oil, and lubricants (POL) incidental to normal operation Service parts incidental to normal operation Poor workmanship Development of configuration changes Crisis requirements over and above the PWS (e.g. natural disasters) (including but not limited to the following provided by the Government: force protection, transportation, billeting/messing, POL, internet connectivity) Travel in support of CR. Tents Ethernet Cables
<ul style="list-style-type: none"> Travel <ul style="list-style-type: none"> --All contractor employees, sub-contractors, and vendors, regardless of location or function in support of the FFP tasks. 	
<ul style="list-style-type: none"> Other Direct Costs (ODC) 	
<ul style="list-style-type: none"> Facilities and associated costs requirements (not applicable when government facilities are used) 	
<ul style="list-style-type: none"> Tools <ul style="list-style-type: none"> --Common and special tools --General and special purpose test and support equipment --Material Handling Equipment (MHE) --Motor vehicles --Packing, shipping, recovery, recycling, and disposal material 	
<ul style="list-style-type: none"> IT and Related Material <ul style="list-style-type: none"> --WWW, WAN, LAN, PSP AIS connectivity and licenses (including those granted to the COR) 	

Included	Excluded
--Computers, peripheral devices, cell phones used by contractor employees, sub-contractors, and vendors --Administrative supplies	
<ul style="list-style-type: none"> Spare or Repair Parts --Repairable --Consumable and service items --Petroleum, oils, and lubricants (POL) incidental to repair	

2.4.4 Performance Adjustments

The PSP AIS is the primary source of COC population cost and performance data used to determine cost metric performance and adjustments. Adjustments are applied to the cost metric. The evaluation period is averaged monthly. There is no penalty for breach of availability on a month-to-month basis, unless the breach occurs continuously over a consecutive three month period. Should that occur, cost adjustment will be applied immediately. Other than a continuous breach condition, cost adjustments are applied based on the calculation of the average monthly availability data for the COC population as collected from the PSP AIS.

Cost adjustment is applied to cost per COC per month, at the rates shown in Table 4, should availability fall below 90% for three or more consecutive months.

Table 4. Availability Adjustment

A _{PBL} Range	< 90 – 88%	< 88 – 85%	< 85 – 80%	< 80%
Adjustment	\$100	\$200	\$300	\$500

Note: When A_{PBL} has been < 90% for 3 consecutive months, an average A_{PBL} will be calculated for the three month breach period and the adjustment made in the 3rd month. Adjustments for the following monthly breaches shall be based on the A_{PBL} for that month. The adjustment shall continue until A_{PBL} is ≥ 90%.

For example: 1st month is 89%, 2nd month is 88%, and 3rd month is 87%. The average A_{PBL} for the 3 month consecutive period is 88%. For a sustainment cost of \$1,000 per month per COC, the 1st month has been invoiced/paid \$207,000 (\$1,000 x 207), as has the 2nd month. However, the invoice/payment for the 3rd month will be adjusted to include all 3 consecutive months. Its amount will be \$144,900, which is (((\$1,000 - \$100) x 207 x 3) - (\$1,000 x 207 x 2)). A consecutive 4th month at 87% would be \$165,600 ((\$1000 - \$200) x 207).

The initial cost metric for this PWS is the FFP amount per COC per month for the year that the contractor is authorized to invoice for payment.

3.0 **PERFORMANCE REQUIREMENTS**

3.1 COC FIELD-LEVEL SUSTAINMENT – FIRM FIXED PRICE (FFP)

3.1.1 Product Sustainment Support

The contractor shall:

3.1.1.1 Maintain equipment availability, APBL, of the COC population between 90% (threshold) and 95% (objective) as defined in paragraph 2.4.2 for the MCF defined in paragraph 2.4.1 and Attachment 5 and the maintenance elements in the “Included column” of Table 3 in paragraph 2.4.3. The contractor is not required to provide greater than 95% availability. Consecutive Breaches of the minimum monthly APBL requirement shall result in invoice adjustments as defined in paragraph 2.4.4.

3.1.1.2 Maintain equipment associated with NMCF as defined paragraph 2.4.1 and Attachment 5 and the maintenance elements in the “Included column” of Table 3 in paragraph 2.4.3. NMCF equipment shall be repaired or replaced No Later Than (NLT) 45 calendar days from notification of a failure.

3.1.1.3 Provide a mechanism to accept failure reports/maintenance requests 24 hrs per day, 7 days per week, 365 days per year via phone and/or email.

3.1.1.4 Troubleshoot equipment failures to determine a resolution. The COC Drawing Package and the COC Interactive Electronic Technical Manual (IETM) may be used to assist in troubleshooting.

3.1.1.5 Replace equipment, if necessary, only with replacements as defined in the COC Drawing Package. Only the exact equipment from the approved hardware baseline shall be used to avoid violation of the COC ATO and interoperability issues.

3.1.1.6 Identify and resolve reliability and maintainability issues that may impact availability.

3.1.1.7 Report obsolescence and diminishing manufacturing sources.

3.1.2 Fielding Support

The contractor shall:

3.1.2.1 Execute MWOs to integrate/field hardware changes and refreshes in execution of Engineering Change Proposals (ECPs). The contractor shall include two visits per year to each COC site to execute MWOs in the base and option year.

3.1.2.2 Receive and account for MWO material as GFM until it is fielded/installed in the COC.

3.1.2.3 Report completion status of MWO in the monthly Contractor Progress Status and Management Report (CDRL T001).

3.1.3 Product Support Provider (PSP) Automated Information System (AIS)

The contractor shall:

3.1.3.1 Provide and maintain a secure, web-accessible PSP AIS for near-real time automated data collection to enable accurate assessment of the functional status of an individual or group of COCs, as well as the entire population of COCs. The PSP AIS shall include, at a minimum, labor cost, Other Direct Costs (ODCs) (to include itemized material, travel, and other non-labor costs), and Service Reports (record)/Maintenance Actions.

3.1.3.2 Provide access for a minimum of seven government representatives (or contractors who have signed a Non-Disclosure Agreement) into the PSP AIS to all performance data, cost data, and service reports. Access to corporate data outside the scope of this task order and employee data shall not be granted.

3.1.3.3 Enter Service Reports (SR) into the PSP AIS that include all aspects of each instance of service delivered to a COC serial number, with a single, complete SR of each instance (CDRL T002, T003). SRs shall be opened the same day that a request for service is received, updated daily to record work performed that day, and promptly closed when work is complete. SRs shall be a true and correctly sequenced chronological PSP AIS record of a single instance of work performed on a single COC. SRs shall include the following:

- (a) Date, time, name, rank, title, location, telephone number, e-mail address and other pertinent contact information for the person making a request for service.
- (b) Dates, times, names, labor categories, locations, telephone numbers, e-mail addresses and other pertinent contact information of contractor employees performing the service.

- (c) Accurate, detailed, and complete information regarding the malfunction or request for service and all action taken to diagnose, fault isolate, repair, or otherwise restore the COC to operation or fulfill the request for service.
- (d) Designation as MCF or NMCF equipment failure/maintenance action.
- (e) Complete part numbers, serial numbers, and software versions for items serviced.
- (f) Date, time, name, rank, title, location, telephone number, e-mail address and other pertinent contact information for the person acknowledging that the request for service has been satisfactorily fulfilled.
- (g) Record of configuration changes.
- (h) Labor, material, travel, and other resources expended, including cost.
- (i) Overall elapsed time, including timelines of intermediate events.
- (j) Government Delay time and report of circumstances.
- (k) Factual assessment as to the cause of the failure, if incidental to a malfunction.
- (l) Record of the date, time, name, labor category, title, unclassified location, telephone number, e-mail address and other pertinent contact information of the on-site contractor supervisor certifying the work and the record for quality, completeness, and accuracy.

SR entries may be due to scheduled maintenance or unscheduled maintenance or malfunctions. Multiple or unrelated incidents, requests for service, or actions shall not be combined. SRs shall not be altered after submission, except for correction of inaccuracies, incompleteness, or discrepancies that affect metric calculations.

SRs are subject to analysis against performance metrics and quality. SRs can be rejected by the COR for inaccuracy, incompleteness, or discrepancies that affect metric calculations.

3.1.4 Personnel

3.1.4.1 The contractor determines and reports on the quantity, skill level or qualifications, security clearance status, location, work hours, and contact information of the personnel employed to achieve this PWS (CDRL T004). Incidents involving personnel injury or equipment damage shall also be reported (CDRL T005).

3.1.4.2 The contractor's daily presence in garrison or deployed and the ability of Marines to expeditiously contact and recall employees before, during, and after normal working hours is an important component of sustainment and customer satisfaction. The contractor should carefully consider that:

- (a) The Marine Corps desires the least intrusive (smallest possible) footprint of contractor personnel and material present on-site, consistent with achieving the PWS.
- (b) The Marines appreciate proactive query on the status of their COC, updates and follow-ups on work in progress, and inquiry into the degree of satisfaction with services rendered.
- (c) The duty hours for Marine Corps units in garrison is typically 7:30am to 4:30pm, Monday through Friday.
- (d) Marines often deploy to a different location in garrison (on the same installation), or anywhere worldwide, on short notice.

(e) Deployed units typically conduct operations 24 hours a day, 7 days a week. Deployments occur within CONUS, OCONUS, and to imminent danger areas (i.e. crisis, combat) locations worldwide.

(f) Deployment planning by Marines may or may not result in requests for deployed contractor services, including embarkation of contractor employees or material. Operational requirements may dictate that deployed COCs be supported “on-call” with personnel and material.

(g) The duty hours for drilling Marine Force Reserve (MFR) units are typically one weekend per month and two weeks annually. MFR drills may or may not involve the COC.

3.1.5 Material

3.1.5.1 Material demand forecasting or decisions to invest in on-hand material stock, including repairable assets, consumables, tools, test or special support equipment, vehicles, facilities, or Information Technology (IT) items used in support of the PWS is the sole responsibility of the contractor. Contractor material management processes should maximize direct vendor delivery agreements to reduce cost, increase profit, improve supply chain response time, reduce on-hand stock requirements, and minimize COC customer wait time.

3.1.5.2 Material issued, used, or installed on a COC, whether new, overhauled, or repaired, shall meet Original Equipment Manufacturer (OEM) standards and meet current COC configuration requirements. The contractor manages and reports individual COC configuration (CDRL T006). The COC designed networking components and operational software have been carefully selected, integrated, and tested to perform in the intended environment and to eliminate security vulnerability. The COC has been granted Authority To Connect to and Authority To Operate (ATC-ATO) on Department of Defense networks, providing the approved hardware and software configuration is strictly maintained. Historically, the mean annual material cost for field-level sustainment of 207 COCs has been \$312,000.

3.1.5.3 With the exception of classified or communications security material or material displaced by an approved configuration change, the contractor recovers government material displaced as a result of or remaining from contractor sustainment actions. Upon recovery, the contractor assumes custody of the material and reports, via the PSP AIS, its disposition, re-use, recycle, or repair.

3.1.5.4 Classified material or information, communications security material, and software are Marine Corps property. The contractor shall not recover or take custody of these items without approval from the COR.

3.1.5.5 Hazardous materials may be disposed of or recycled at local Marine Corps facilities engaged in those operations. The absence of a Marine Corps facility does not relieve the contractor from properly planning, collecting, recycling, handling, storing, disposing, and reporting hazardous material in accordance with applicable laws and regulations (CDRL T007, T008).

3.1.6 Material Requirements Determination

The contractor is responsible for providing all necessary material, supplies, spares, tools, test equipment, support equipment, vehicles, facilities, consumables, hardware, software, information technology items, documentation, and related property. The contractor is responsible for forecasting requirements, initiating procurements, distributing, reclaiming, and disposing of material needed to execute the PWS. The contractor shall report to the COR any unusual material condition that develops, including discovery of obsolete or diminishing manufacturing sources, or any other instance, that may adversely impact COC availability or execution of the PWS.

3.1.7 Use of Government Enterprise Support Contracts

The COC is primarily comprised of Commercial off the Shelf (COTS) items. Many of these items are also used by other Government agencies or departments. The Government uses enterprise-wide support contracts to achieve economy of scale and cost savings benefits for large quantities of items commonly used by the Government. These contracts may include hardware and/or software support, including but not limited to hardware repair or replacement services, firmware or software updates, and warranty and licensing benefits. Enterprise support contracts are beneficial to the COC COR and contractor because they provide pre-paid, reliable, world-wide sources for necessary

COC material and services. The contractor is required to propose and employ cost-effective procedures for the advantageous use of any COC-compatible Government enterprise support contract in the performance of this PWS. As of the date of this PWS, that includes but is not limited to:

Cisco Smart Net Joint Enterprise License Agreement (JELA)

3.1.8 Facilities

3.1.8.1 The contractor occupies Marine Corps facilities described in Table 5. These facilities provide work space, secure storage, and utilities.

Table 5. Contractor Field Personnel at Marine Corps Facilities

Site Location
Marine Corps Base, Camp Pendleton CA (Bldg 13036)
Marine Corps Air Ground Task Force Training Center, Twenty-nine Palms, CA (Bldg 5421)
Marine Corps Air Station, Yuma AZ (Bldg 3240)
Marine Corps Base, Kaneohe Bay, Hawaii (Bldg 6039)
Marine Corps Base, Camp Courtney, Okinawa, Japan (Bldg 4103)
Marine Corps Base, Camp Lejeune NC (Bldg FC-263)

3.1.9 PROGRAM MANAGEMENT

3.1.9.1 Program Support

The contractor actively participates in enterprise-level planning and management IPT to ensure successful sustainment of the COC fleet. Meetings generally occur monthly on a rotating host basis between the contractor and designated Government location. The contractor provides progress, status, and other reports necessary for the COR to manage overall COC sustainment. The contractor also provides agenda and meeting reports to support joint and several IPT-sanctioned events (CDRL T009, T010).

3.1.9.2 Program Support Documentation

The contractor shall develop and deliver various program management (PM) documents, including a Management Plan (CDRL T011) for this PWS, Contractor Progress Status and Management Reports (CDRL T001), and Performance and Cost Reports (CDRL T012).

3.1.9.3 Configuration Management

(a) The contractor plans, reports, and performs hardware Configuration Management (CM) actions necessary to meet the PWS (CDRL T013). The contractor's COC configuration data is available as a fully integrated and seamless extension of the PSP AIS. The contractor installs and maintains hardware configuration changes implemented by MWOs. The contractor reports hardware components experiencing or about to experience obsolescence or diminishing manufacturing sources, and submits timely recommendations for solutions. Military Handbook 61A Configuration Management Guidance provides guidance on CM. The contractor's configuration control, management, and reporting plan is a key element in defining and prioritizing cost effective COC improvements and is part of the PWS. The principal sources of current COC configuration information are the COC Component Stock Lists (SL-3) and the approved COC Technical Data Package (TDP).

(b) The Marine Corps owns and maintains the COC operational software. There is no requirement for the contractor to acquire new software in order to achieve the objectives of this PWS. The COC operational software is the only software authorized for use on fielded COCs. The contractor shall report to the COR all unauthorized software discovered operating on COC hardware by complete title, manufacturer name and address, part/version number(s), installation date (if available), purpose (if ascertainable), and impact (if any) to normal operation of authorized COC hardware. This is the entire intended extent of contractor performance of software configuration

management. The contractor is not required to support unauthorized software operating on COC hardware, including its inability to perform properly on COC hardware. COC owners are authorized to connect unit-provided hardware (and the software it uses) on COC networks and power grids. The contractor shall distinguish and report between COC hardware and software supported by this PWS and non-COC hardware and software not supported by this PWS.

3.1.10 TECHNICAL SUPPORT

3.1.10.1 Equipment and Material Support

The contractor shall provide various equipment material support that ranges from research, procurement, fabrication, integration, and delivery.

3.1.10.2 Equipment/Material Procurement

(a) In accordance with SPAWARINST 4440.12, the contractor shall procure items listed under the Contractor Acquired Property (CAP) paragraph. Acquisition selection factors shall include correct approved configuration, price, and availability. This information shall be tracked and available for government review as needed in the PSP AIS. The contractor shall provide all supporting data and cost information necessary to justify a fair and reasonable price per item procured. The contractor shall have an adequate and timely accounting system to track all items and the delivery status per item. After receipt, the contractor shall have an adequate property management system to track the item location. All items procured by the contractor shall be stored at the contractor's facilities and installed into a system or transported by the contractor as needed to meet PWS requirements. The contractor shall be responsible for generating inventory tracking reports (CDRL T014).

(b) When necessary to meet PWS requirements, the contractor shall recommend items that conform to applicable product configuration, validation, identification, and tracking requirements.

(c) Product Validation – The contractor shall certify that it purchases supplies from authorized resellers and/or distributors. The contractor shall procure all products from authentic manufacturers or legal distribution sources only, in accordance with applicable laws and policies at the time of purchase. This information shall be tracked and available for government review as needed.

(d) Item Unique Identification (IUID)

1. In accordance with DFARS clause 252.211-7007 and SECNAVINST 4440.34, the contractor shall ensure that all items purchased that have a unit cost equal to or exceeding \$5,000 (or less if item is serially managed or if government specifies items) is labeled with an item unique identification number or Unique Item Identifier (UII). At time of delivery of the item to the Government, the contractor shall clearly mark and identify each applicable item based on the criteria provided in DoD MIL-STD-130N for those items not already marked. All IUID information shall be recorded and shall be subject to government review as needed. The contractor shall track IUID items and maintain information being recorded.
2. Contractor shall enter all items with Unique Item Identifier (UII) in the IUID Registry. Data shall be submitted via Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) (formerly Wide Area Workflow (WAWF)) as part of the Material Inspection and Receiving Report. Contractor shall be responsible for maintaining and updating information in the IUID Registry. Contractor shall update custody status when items are designated as government furnished material, returned to government possession, or consumed, destroyed, scrapped, lost, or abandoned during the period of performance of this PWS.

3.1.11 Property/Inventory Tracking

In accordance with FAR clause 52.245-1, the contractor shall create and maintain records of all government property accountable to this PWS, including Contractor-Acquired Property (CAP). CAP shall be recorded on an inventory tracking report (CDRL T014). At a minimum, the report shall track the following information: item name, description, original equipment manufacturer (OEM) name, Commercial and Government Entity (CAGE)

code, part number, national stock number (NSN), model number, serial number, quantity, unit of issue, unit cost, aggregate cost, condition, and location. This information shall be tracked and available for government review as needed, and the information shall have the ability to be sorted and manipulated by any of the input fields. Separate from the government tracking system, the information in the contractor's records is a backup to the government records; therefore, the government shall own all data rights to the collected information.

3.1.12 Warranty Management

The contractor shall serve as the warranty manager for COC components supported by this PWS. When an item has failed, the contractor shall determine if the item is still under warranty. If the item is under warranty, the contractor shall obtain a Return for Maintenance Authorization (RMA) number and instructions on how to get the product repaired or replaced from the manufacturer or authorized distributor.

3.1.13 Maintenance and Maintenance Management.

3.1.13.1 This type of work entails maintenance and sustainment activities that include, but are not limited to, troubleshooting, fault isolation and analysis, and repair of a system and/or equipment. Maintenance support may or may not involve traveling.

3.1.13.2 The contractor provides a near-real time automated data collection system to enable accurate assessment of the functional status of an individual or group of COCs, as well as the entire population of COCs, and includes actual contractor cost and performance data. Cost data includes labor and Other Direct Costs (ODC) that include material, travel, and all other cost that is not labor. A single, secure, internet-based application used by all team members is essential as a common reference point and source of performance measurement. This automated data collection system is referred to as the PSP AIS. The basic input to the PSP AIS is accomplished by contractor field personnel recording all aspects of each instance of service delivered to a COC serial number, with a single, complete SR of each instance (CDRL T002, T003). The COR and PSI support personnel are granted unrestricted access by the contractor to the PSP AIS for COC and contractor performance data, including actual financial data, but excluding unnecessary employee or corporate business information. The COR may require the contractor to grant up to 7 seat licenses for PSP AIS access at no additional or direct cost. SRs are a true and correctly sequenced chronological PSP AIS record of a single instance of work performed on a single COC. The contractor shall ensure that SRs:

- (a) record the date, time, name, rank, title, location, telephone number, e-mail address and other pertinent contact information for the person making a request for service;
- (b) record the dates, times, names, labor categories, locations, telephone numbers, e-mail addresses and other pertinent contact information of contractor employees performing the service;
- (c) do not combine multiple or unrelated incidents, requests for service, or actions;
- (d) provide accurate, detailed, and complete information regarding the malfunction or request for service and all action taken to diagnose, fault isolate, repair, or otherwise restore the COC to operation or fulfill the request for service;
- (e) record complete part numbers, serial numbers, elapsed time meter readings, and software versions for items serviced;
- (f) may be scheduled or unscheduled (all malfunctions are unscheduled);
- (g) are opened the same day that a request for service is received;
- (h) are updated daily to record work performed that day;
- (i) are promptly closed when work is complete;

- (j) are not altered after the fact;
- (k) record the date, time, name, rank, title, location, telephone number, e-mail address and other pertinent contact information for the person acknowledging that the request for service has been satisfactorily fulfilled;
- (l) record configuration changes;
- (m) record and account for labor, material, travel, and other resources expended, including cost per SR;
- (n) provide overall elapsed time, including timelines of intermediate events;
- (o) are continuously prioritized by the contractor (ex: MCF or NMCF urgent, immediate, routine) for scheduling and execution;
- (p) accurately characterize and report Government Delay time;
- (q) provide factual assessment as to the cause of the failure, if incidental to a malfunction;
- (r) record the date, time, name, labor category, title, unclassified location, telephone number, e-mail address and other pertinent contact information of the on-site contractor supervisor certifying the work and the record for quality, completeness, and accuracy;
- (s) are subject to analysis against the performance metrics;
- (t) are subject to analysis for quality;
- (u) can be rejected for inaccuracy, incompleteness, or discrepancies that affect metric calculations;
- (v) can be reinstated after correction of inaccuracy, incompleteness, or discrepancies that affect metric calculations.

3.1.14 On-Site Technical Assist

The Contractor shall provide technical assistance directly for reported trouble resolution, fault analysis, testing, and/or repair of COC systems, to restore the units to operational status. The Contractor shall be prepared to travel for onsite assistance after notification. The contractor shall analyze system problems and implement corrective actions without direct assistance or support from SSC Atlantic personnel. Technical assistance may also involve collecting additional information for SSC Atlantic, such as design, operation and equipment conditions, training and skill levels of site operators, engineering change status, and maintenance problems. The Contractor shall report findings, analysis results and corrective action taken associated with technical assistance provided, using the PSP AIS.

3.1.15 Equipment/System Disposal

The contractor shall not dispose of any Government Property without first receiving permission to do so from the COR and in accordance with the applicable regulations pertaining to disposal.

3.2 SERVICES – COST REIMBURSEMENT (CR)

3.2.1 COC Component Replacement Services

Due to the expeditionary nature of Marine Corps operations, units owning the fielded COC population occasionally experience missing components, particularly in combat or when deployed, but also during training or other evolutions in the field or in garrison. The intent of this portion of the PWS is to provide the means for the COC contractor to furnish services needed to replace missing COC components.

3.2.1.1 Material issued, used, or installed on a COC, whether new, overhauled, or repaired, shall meet Original Equipment Manufacturer (OEM) standards and meet current COC configuration requirements. The COC designed

networking components and operational software have been carefully selected, integrated, and tested to perform in the intended environment and to eliminate security vulnerability. The COC has been granted Authority To Connect to and Authority To Operate (ATC-ATO) on Department of Defense networks, providing the approved hardware and software configuration is strictly maintained.

3.2.1.2 The labor for services and the actual cost of each component supplied in connection with this PWS, including shipping cost to the required destination, and any other charges, shall be collectively reported and invoiced as distinct and separately identifiable accounting from the Firm Fixed Price (FFP) COC Field-level Sustainment portion of the PWS. The contractor complies with COR requests for information needed to accurately measure actual cost, schedule, performance, and to evaluate the quality of service delivered. The Government retains rights to data delivered by the contractor in the performance of this portion of the PWS. The contractor supports COR quality surveillance activities that include random sampling of services or the components delivered, partial or end-to-end inspection of processes or outputs, including COR and end-user customer satisfaction feedback. The COR requires the ability to cross-reference and correlate invoices to SR numbers.

3.2.1.3 The COR recognizes that due to the unpredictable nature of Marines' missing components, the COR will rely on the contractor to establish mutually beneficial relationships with sources of supply, third-party logistics providers, transportation carriers, and others as necessary to achieve the best possible performance solutions in terms of cost and schedule. The contractor's program management process should maximize direct vendor delivery agreements to reduce cost, improve supply chain response time, reduce on-hand stock requirements, and minimize customer wait time. Timely, accurate, and complete reporting of missing component replacement service activity in PSP AIS is essential, including identification and resolution of issues that may impact availability or cost (ex: obsolescence and diminishing manufacturing sources) and management of the COC configuration with particular attention to not impact the Authority-To-Operate (ATO) or security requirements.

3.2.1.4 The replacement of missing Mission Critical Function (MCF) components merits higher priority than replacing missing Non Mission Critical Function (NMCF) components. Components furnished to the Government under the terms of this PWS become Government Property (GP) and shall be accounted for as such. COC component sources of supply can be grouped into three categories:

- (a) Components that are manufactured only by the COC Original Equipment Manufacturer (OEM - General Dynamics C4 Systems – GDC4S).
- (b) All other Commercial-Off-The-Shelf (COTS) components where market availability and price competition are widespread.
- (c) National Stock Number (NSN) components. Replacement of missing components that have an NSN is not authorized under this PWS. Before submitting any request for procurement to the COR, the contractor should use the application at <http://www.logtool.com/Toolbox/ArticleId/9/webflis#.V59bqk1THcs> to check whether a component has been assigned an NSN.
- (d) All SRs to replace missing components shall be "scheduled". The contractor shall open a scheduled SR to document all requests for replacement of missing components, whether components are ultimately provided or not. SRs that do not result in components being provided shall be closed with a complete explanation of the circumstances involved (ex: Marines find the missing components). SRs to replace missing components shall be retrievable from the PSP AIS. It is not the Government's intention to require the contractor to code new features or capability into the PSP AIS in order to comply with this PWS (adding the ability to place a scheduled SR into Government Delay, for example, is not required). SRs to replace missing components shall not be used to record any other activity.
- (e) The contractor shall open a scheduled SR within one business day of receiving a component replacement request for service from a COC owning unit. Once the SR is open, the COC owning unit has until the close of the next business day to identify and report all missing components for that SR. Any components identified or reported missing after that time shall be documented on a new SR. "Identified and reported" means that the correct part name, part number, and quantity missing has been verified by the contractor as being accurate for the approved COC

configuration in possession of the owning unit. The contractor shall not procure components with the intention of building sub-assemblies, assemblies, or Line Replaceable Units (LRU) unless specifically authorized by the COR.

(f) The contractor shall forward by electronic mail a complete and individually priced list of the entire component requirement for each SR to the COR within three business days with a request for permission to proceed with the procurement. The contractor is not accountable for the time required by the COR to respond to the request.

(g) The contractor should place an order for the required component with the source of supply within three business days of the procurement being authorized by the COR, with an objective for the component to be delivered to the Marines no later than seven business days after the procurement has been approved. Once all components are delivered or installed, the SR shall be closed no later than the close of business of the next business day.

(h) All records for components designated as missing in the PSP AIS shall be identified as inactive and disassociated from the owning unit COC serial number, but shall remain available in PSP AIS for trend analysis and to ensure they are not serviced in the future. The contractor shall immediately notify the COR should any component previously reported as missing be discovered or recovered.

(i) All replacement components verified by the owning unit to be fully operational when issued to or installed in the intended COC will be accepted by the Government. Components not issued to or installed in the intended COC shall not be invoiced for payment. If due to unforeseen operational delay (Marines not able to make the COC available, for example), components received by the contractor, but not issued or installed in the intended COC after 30 days may be invoiced for payment, but remain subject to issue or installation at the earliest opportunity. A properly recorded and complete entry on the SR showing component receipt, delivery or installation, and operational condition is evidence that the component has been satisfactorily replaced. The contractor shall attach to the SR a document that includes the date of delivery, legible contact information, a complete description of the components delivered, and a signature by a Government representative acknowledging receipt.

(j) All components must be an authorized component in the authorized quantity of the COC configuration. Components issued or installed on a COC, whether new, overhauled, or repaired, shall meet Original Equipment Manufacturer (OEM) standards and current COC configuration requirements for performance, form, fit, and function. The workmanship quality requirements for installation of replaced missing components are the same as for the field-level sustainment portion of the PWS. COC components not sustained under this PWS, non-COC components, and recovered (previously missing) COC components that have been replaced are not intended to be supported by this PWS.

(k) The contractor shall ensure that all components are packaged properly and insured for replacement of loss or damage while in transit by commercial carrier hired by the contractor. The contractor shall replace lost or damaged components while in transit by commercial carrier at no cost to the Government. All incidents, reports, or claims of lost or damaged components while in transit by any carrier, commercial or Government, shall be documented and cross-referenced in the PSP AIS.

1. Components intended for COCs located in the United States (including Alaska and Hawaii) shall be shipped directly from the source of supply to the intended COC. Without prior authorization from the COR, the contractor shall not invoice for shipping costs for components that do not travel directly from the vendor to the intended COC.
2. Components intended for COCs located in a foreign country shall be shipped as directed by the COR to a Government port of embarkation for further shipment at Government expense to either the contractor nearest the intended destination, or if necessary, directly to the Marine unit (Marine Expeditionary Unit, for example). In the case of a shipment made directly to a Marine unit, the COR will provide the contractor with proof of delivery for PSP AIS records.
3. When approved by the COR beforehand, premium cost for expedited or overnight commercial carrier services is authorized to ship replacement MCF components for which the COC owning unit has no workaround solution or cannot accomplish its mission.

4. Premium cost for expedited or overnight commercial carrier services shall not be used to ship replacement MCF components for which the COC owning unit has a workaround solution and is accomplishing its mission, or the COC is not in use at the moment.
5. Premium cost for expedited or overnight commercial carrier services shall not be used for shipping NMCF components, unless they are consolidated with MCF components into a single shipment and the additional cost for expedited shipping is no more than the cost would have been to ship the NMCF components normally.

3.2.2 Modification Work Orders

If the number of MWOs needed to maintain the approved hardware configuration of all COCs exceeds those required in PWS paragraph 3.1.2 preceding, the COR may direct the contractor to execute additional MWOs. These additional requirements would be funded as Cost Reimbursable.

3.2.3 Extenuating Circumstances

Due to extenuating circumstances, the COR may direct the contractor to provide field personnel and sustainment support for COCs deploying to imminent danger areas or to meet other contingency requirements. These unplanned requirements would be funded as ODC.

3.2.4 Labor Rate Limitation Notification

For cost type TO/CLINs, the contractors shall monitor the following labor rates and initiate required notification if specified threshold values are met. NOTE: The ability of a contractor to monitor labor rates effectively shall be included in the contract/task order Quality Assurance Surveillance Plan (QASP), Attachment 1.

(a) Fully burden labor rates per person (subcontractor included) charged on task order – If the actual invoiced fully burden rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$165.00/hour and the individual's rate was not disclosed prior to task order award, the contractor shall send notice and rationale (CDRL T015) for the identified labor rate to the COR who will then send appropriate notification to the Ordering Officer. NOTE: Within one labor category, if the total collective estimated and/or actual hours in any given period of performance are less than or equal to 500 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

(b) Average actual labor rates (total actual fully burdened labor costs “divided by” total number of hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) – If the average actual burdened labor rates exceeds the average proposed/negotiated rate by 15%, the contractor shall send notice and rationale (CDRL T015) for the rate variance to the COR who will then send appropriate notification to the Ordering Officer. Additionally, contractors shall notify the COR if variances exceed 15% for more than three consecutive months. Contractors shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly TO status reports.

4.0 **INFORMATION TECHNOLOGY (IT) SUPPORT REQUIREMENTS**

When purchasing IT equipment in support of COC field-level sustainment or material services, the contractor shall only procure, deliver, and install COC hardware in accordance with the current/approved configuration. Non-compliance with this guidance places the government's authority to connect (ATC) and authority to operate (ATO) at risk for denial of service, and shall negatively affect the Contractor Performance Assessment Reporting System (CPARS) rating.

5.0 **CONTRACT ADMINISTRATION**

5.1. **CONTRACT ADMINISTRATION DOCUMENTATION**

Various types of contract administration documents are required throughout the life of the task order. At a minimum, the contractor shall provide the following documentation, unless otherwise specified:

5.1.1 Task Order Closeout Report

A task order (TO) closeout report (CDRL T016) shall be submitted no later than 15 days before the TO completion date. The prime contractor shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

5.1.2 Contractor Manpower Quarterly Status Report (QSR)

N/A

5.1.3 Enterprise-wide Contractor Manpower Reporting Application

In accordance with Office of the Secretary of Defense (OSD) memorandum dated 28 Nov 12 complying with Sections 235 and 2330a of Title 10, U.S.C., the contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). The contractor shall completely fill-in all required data fields using the following web address: [https:// doncmra.nmci.navy.mil/](https://doncmra.nmci.navy.mil/).

Reporting inputs shall be for the labor executed during the period of performance during each Government fiscal year (FY) which runs from October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk at <http://www.ecrma.mil/>.

5.1.4 WAWF Invoicing Notification and Support Documentation

In accordance with DFARS clause 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (formerly known as Wide Area Work Flow (WAWF)), which is a secure government Web-based system for electronic invoicing, receipt, and acceptance. The contractor shall provide e-mail notification to the COR when payment requests are submitted to the WAWF. The contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT /WAWF. The contractor shall also provide a soft copy of the invoice and any supporting invoice documentation (CDRL T018) directly to the COR to assist in validating the invoiced amount against the products/services provided during the billing cycle. As applicable, the contractor shall forward copies of invoices to the COR within 24 hours after submittal of iRAPT /WAWF payment request.

5.1.5 Contractor Census Report

In accordance with C-JTSCC clause 5152.225-5904, work performed in Afghanistan requires a monthly report that the contractor shall submit to the Ordering Officer (CDRL T019). See clause for specific reporting requirements.

6.0 **QUALITY**

6.1 **QUALITY MANAGEMENT DOCUMENTATION**

In support of the task order's Quality Assurance Surveillance Plan (QASP) and Contractor Performance Assessment Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan submitted 10 days after Task Order award (CDRL T020), and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL T021) submitted monthly.

7.0 **DOCUMENTATION AND DELIVERABLES**

7.1 **CONTRACT DATA REQUIREMENT LISTING (CDRL)**

The CDRL list in Table 7 identifies the data item deliverables required under this task order and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required under the task order. The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. No CDRL classified TOP SECRET with SCI shall be developed.

Table 7. CDRL Data Items Deliverables

CDRL	Description	PWS Paragraph	Security Classification
T001	DI-MGMT-80227 Contractor Progress Status and Management Report	3.1.2.3 3.1.9.2 15.2	U
T002	DI-MGMT-80995A Maintenance Service Report	3.1.3.3 3.1.13.2	U
T003	DI-QCIC-80131 Failure and Analysis Tracking Report	3.1.3.3 3.1.13.2	U
T004	DI-MGMT-81508B Weekly Time Sheet	3.1.4.1	U
T005	DI-SAFT-81563 Accident-Incident Report	3.1.4.1	U
T006	DI-CMAN-81516 As Built Configuration List	3.1.5.2	U
T007	DI-MGMT-81398 Hazmat Management Program Plan	3.1.5.5	U
T008	DI-MISC-81397 Hazmat Management Program Report	3.1.5.5	U
T009	DI-ADMN-81249A Conference Agenda	3.1.9.1	U
T010	DI-ADMN-81308A Conference Report	3.1.9.1	U
T011	DI-MGMT-80004A Management Plan, Performance Work Statement	3.1.9.2	U
T012	DI-FNCL-80912 Performance and Cost Report	3.1.9.2 15.2	U
T013	DI-CMAN-80858B Contractor Configuration Management Plan	3.1.9.3.a	U
T014	Inventory and Warranty Tracking Report	3.1.10.2.a 3.1.12 11.2.5 11.2.6	U
T015	Labor Rate Limitation Notification	3.2.4.a 3.2.4.b	U
T016	Task Order Closeout Report	5.1.1 11.5	U
T018	WAWF Invoicing Notification and Support Documentation	5.1.4	U
T019	Contractor Census Report	5.1.5	U
T020	Cost and Schedule Milestone Plan	6.1	U
T021	Contractor CPARS Draft Approval Document (CDAD) Report	6.1	U
T022	DI-MGMT-81596 Contractor Roster	8.1.2 15.1	U
T023	OCONUS Deployment Documentation and Package	13.4	U

7.2 ELECTRONIC FORMAT

At a minimum, the Contractor shall provide deliverables electronically by email; hard copies are only required if requested by the government. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e., CDRLs), data, correspondence, and etc., are provided in a format approved by the receiving government representative. All data shall be provided in an editable format compatible with SSC Atlantic corporate standard software configuration as specified below. Contractor shall conform to SSC Atlantic corporate standards within 30 days of task order award unless otherwise specified. The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the government.

Deliverable Product	Required Software
Word Processing	Microsoft Word
Spreadsheet/Graphics	Microsoft Excel
Presentations	Microsoft PowerPoint
Scheduling	Microsoft Project

7.3 INFORMATION SYSTEM

7.3.1 Electronic Communication

The contractor shall have broadband Internet connectivity and an industry standard email system for communication with the government. The contractor shall be capable of Public Key Infrastructure client side authentication to DOD private web servers. Unless otherwise specified, all key personnel on task order shall be accessible by email through individual accounts during all working hours.

7.3.2 Information Security

The contractor shall provide security for all unclassified DoD information passing through non-DoD information system including all subcontractor information systems utilized. Unclassified DoD information shall only be disseminated within the scope of assigned duties and with a clear expectation that confidentiality will be preserved. Examples of such information include the following: non-public information provided to the contractor, information developed during the course of the task order, and privileged task order information (e.g., program schedules, contract-related tracking). The contractor shall comply with the following subparagraphs.

7.3.2.1 Safeguards

The contractor shall protect government information and shall provide compliance documentation validating they are meeting this requirement in accordance with DFARS Clause 252.204-7012. The contractor and all subcontractors shall abide by the following safeguards:

- (a) Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.
- (b) Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.
- (c) Sanitize media (e.g., overwrite) before external release or disposal.
- (d) Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." Solutions shall meet FIPS 140-2 compliance requirements.
- (e) Limit information transfer to subcontractors or teaming partners with a need to know and a commitment to at least the same level of protection.
- (f) Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.
- (g) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.
- (h) Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).

(i) Provide protection against computer network intrusions and data exfiltration, minimally including the following:

1. Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
2. Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.
3. Prompt application of security-relevant software patches, service packs, and hot fixes.

(j) As applicable, comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information (CPI), personally identifiable information, export controlled).

(k) Report loss or unauthorized disclosure of information in accordance with contract or agreement requirements and mechanisms.

7.3.2.2 Compliance

The contractor shall include in their quality processes procedures that are compliant with information security requirements.

8.0 SECURITY

8.1 ORGANIZATION

8.1.1 Security Classification

As specified in the DoD Contract Security Classification Specification, DD Form 254 (Attachment 6), classified work shall be performed under this task order, as required. The contractor shall have at the time of task order award and prior to commencement of classified work, a SECRET facility security clearance (FCL).

The following PWS tasks require access to classified information up to the level of SECRET: 3.1 and 3.2. U.S. Government security clearance is required to access and handle classified equipment, attend program meetings, and/or work within restricted areas unescorted. All other PWS tasks do not require access to classified information.

8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government facility/installation and/or access to information technology systems under this task order. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on task order. Responsibilities include entering and updating the personnel security related (e.g. CAC badge) and mandatory training information within the Contractor Roster (CDRL T022).

8.2 Personnel

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22M – National Industrial Security Program Operating Manual (NISPOM), SECNAVINST 5510.30, DoD 8570.01M, and the Privacy Act of 1974. Prior to any labor hours being charged on contract, the contractor shall ensure their personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access level required for the task order, and if applicable, are certified/ credentialed for the Cybersecurity Workforce (CSWF). At a minimum, the contractor shall validate that the background information provided by their employees charged under this task order is correct. *The cost to meet these security requirements is not directly chargeable to task order.*

NOTE: A favorable background determination is determined by a National Agency Check and Inquiries (NACI) investigation and favorable Federal Bureau of Investigation (FBI) fingerprint checks. If a final determination is

made that an individual does not meet or cannot maintain the minimum fitness standard, the individual shall be permanently removed from SSC Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a fitness determination or security clearance is "denied" or receives an "Interim Declination," the individual shall be removed from SSC Atlantic facilities, projects, and/or programs until such time as the investigation is fully adjudicated or the individual is resubmitted and is approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly on task.

8.2.1 Personnel Clearance

All personnel associated with this task order shall possess a SECRET personnel security clearance (PCL). This PWS requires contractor employees to have the appropriate clearance required for access to classified data as required. Prior to starting work on the task, contractor personnel shall have the required clearance granted by the Department of Defense Consolidated Adjudications Facility (DoD CAF) and shall comply with IT access authorization requirements. In addition, contractor personnel shall possess the appropriate IT level of access for the respective task and position assignment as required by DoDI 8500.01, Cybersecurity. Any future revision to the respective directive and instruction shall be applied to the TO level as required. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense, Navy, and SPAWARSYSCEN Atlantic security regulations. Any security violation shall be reported immediately to the SPAWARSYSCEN Atlantic Security Management Office via the COR.

8.2.2 Access Control of Contractor Personnel

8.2.2.1 Physical Access to Government Facilities and Installations

Contractor employees shall physically access government facilities and installations for purposes of site visitation, supervisory and quality evaluation, work performed within government spaces (either temporary or permanent), or meeting attendance. Individuals supporting these efforts shall comply with the latest security regulations applicable to the government facility/installation.

(a) The majority of government facilities require contractor employees to have an approved visit request on file at the facility/installation security office prior to access. The Contractor shall initiate and submit a request for visit authorization to the COR in accordance with DoD Manual 5220.22-M (NISPOM) not later than one (1) week prior to visit – timeframes may vary at each facility/ installation. For admission to SPAWARSYSCEN Atlantic facilities/installations, a visit request shall be forwarded to Joint Personnel Adjudication System (JPAS) /SMO 652366; faxed to 843-218-4045 or mailed to Space and Naval Warfare Systems Center Atlantic, P.O. Box 190022, North Charleston, SC 29419-9022, Attn: Security Office, for certification of need to know by the specified COR. For visitation to all other government locations, visit request documentation shall be forwarded directly to the on-site facility/installation security office (to be identified at task order level) via approval by the COR.

(b) Depending on the facility/installation regulations, contractor employees shall present a proper form of identification(s) and vehicle proof of insurance or vehicle rental agreement. NOTE: SPAWARSYSCEN Atlantic facilities located on Joint Base Charleston require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact SPAWARSYSCEN Atlantic Security Office directly for latest policy.

(c) As required, a temporary or permanent automobile decal for each contractor employees may be issued. The contractor assumes full responsibility for the automobile decal and shall be responsible for the return and/or destruction of the automobile decal upon termination of need or of personnel.

(d) All contractor employees engaged in work while on Government property are subject to inspection of their vehicles and possessions at any time by the Government, and shall report any known or suspected security violations to the Security Department at that location.

8.2.2.2 Identification and Disclosure Requirements

As required in DFARS clause 211.106, Contractors shall take all means necessary to not represent themselves as government employees. All Contractor personnel shall follow the identification and disclosure requirement as specified in clause 5252.237-9602.

8.2.2.3 Government Badge Requirements

As specified in contract clause 5252.204-9202, some contractor personnel shall require a government issued picture badge. While on government installations/facilities, contractors shall abide by each site's security badge requirements. Various government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel as required. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for Common Access Card (CAC)) to the applicable government security office via the task order COR. The contractor's appointed Security Officer shall track all personnel holding local government badges for this task order.

8.2.2.4 Common Access Card (CAC) Requirements

Some government facilities/installations require contractor personnel to have a Common Access Card (CAC) for physical access to the facilities or installations. Contractors supporting work that requires access to any DoD IT/network also require a CAC. Granting of logical and physical access privileges remains a local policy and business operation function of the local facility. The Contractor is responsible for obtaining the latest facility/installation and IT CAC requirements from the applicable local Security Office. When a CAC is required to perform work, contractor employees shall be able to meet all of the following security requirements prior to work being performed:

(a) In accordance with DoD Manual (DoDM-1000.13-M-V1), issuance of a CAC will be based on the following four criteria:

1. Eligibility for a CAC – to be eligible for a CAC, Contractor employee access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the government on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.
2. Verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS) (formally Contractor Verification System (CVS)).
3. Completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check and Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Personnel requiring logical access shall be required to obtain and maintain a favorable National Agency Check with Local Agency and Credit Checks (NACLC) investigation. Personnel shall contact the SSC Atlantic Security Office to obtain the latest CAC requirements and procedures.
4. Verification of a claimed identity – all personnel will present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list shall be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.

(b) When a contractor requires logical access to a government IT system or resource (directly or indirectly), the required CAC shall have a Public Key Infrastructure (PKI). A hardware solution and software (e.g., ActiveGold) is

required to securely read the card via a personal computer. As required by DoDM 1000.13-M-V1, CAC PKI certificates shall be associated with an official government issued email address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the contract's specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SSC Atlantic Information Assurance Management (IAM) office:

1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the SSC Atlantic IAM office at phone number (843)218-6152 or email questions to ssc_lant_iam_office.fcm@navy.mil for additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.
2. For SAAR-N form, the contract shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SSC Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms shall be routed to the IAM office via encrypted email to ssclant_it_secmtg@navy.mil.

8.2.2.5 Contractor Check-in and Check-out Procedures

All SSC Atlantic contractor personnel requiring or possessing a government badge and/or CAC for facility and/or IT access shall have a SSC Atlantic government sponsor and be in compliance with the most current version of Contractor Check-in and Check-out Instruction and Forms as posted on the Command Operating Guide (COG) website. The contractor shall provide necessary employee information and documentation for employees hired, transferred, and/or terminated in support of this task order within the required timeframe as cited in the Check-in and Check-out instructions. Contractor's Security Officer shall ensure all contractor employees whose services are no longer required on this task order return all applicable government documents/badges to the appropriate government representative. NOTE: If the contractor does not have access to the SPAWARSYSCEN Atlantic COG website, the contractor shall get all necessary Instruction and Forms from the COR.

8.2.3 Security Training

Regardless of the security level required, the contractor shall be responsible for verifying applicable personnel (including subcontractors) receive all required training. At a minimum, the contractor's designated Security Officer shall track the following information: security clearance information, dates possessing Common Access Cards, issued & expired dates for SSC Atlantic Badge, Cybersecurity training, Privacy Act training, Personally Identifiable Information (PII) training, and Cyber Security Workforce (CSWF) certifications, etc. The contractor shall educate employees on the procedures for the handling and production of classified material and documents, and other security measures as described in the PWS in accordance with DoD 5220.22-M.

8.2.4 Disclosure of Information

In support of DFARS Clause 252.204-7000, contractor employees shall not discuss or disclose any information provided to them in the performance of their duties to parties other than authorized Government and contractor personnel who have a "need to know". Any information or documentation developed by the contractor under direction of the government shall not be used for other purposes without the consent of the government Ordering Officer.

8.2.5 Handling of Personally Identifiable Information (PII)

When a contractor, including any subcontractor, is authorized access to Personally Identifiable Information (PII), the contractor shall complete annual PII training requirements and comply with all privacy protections under the Privacy Act (Clause 52.224-1 and 52.224-2). The contractor shall safeguard PII from theft, loss, and compromise. The contractor shall transmit and dispose of PII in accordance with the latest DON policies. The contractor shall not store any government PII on their personal computers. Any developed documentation containing PII information shall be marked accordingly in either the header or footer of the document: "FOUO – Privacy Sensitive. Any misuse or unauthorized disclosure may result in both criminal and civil penalties." Any unauthorized disclosure of

privacy sensitive information through negligence or misconduct can lead to contractor removal or task order termination depending on the severity of the disclosure. Upon discovery of a PII breach, the contractor shall immediately notify the Ordering Officer and COR. Contractors responsible for the unauthorized disclosure of PII shall be held accountable for any costs associated with breach mitigation, including those incurred as a result of having to notify personnel.

8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. As directed in DoDD 5205.02E and SPAWARINST 3432.1, SSC Atlantic's OPSEC program implements requirements in DoD 5205.02-M – OPSEC Program Manual. Note: OPSEC requirements are applicable when contract personnel have access to classified information or unclassified Critical Program Information (CPI)/sensitive information.

8.3.1 Local and Internal OPSEC Requirement

Contractor personnel, including subcontractors if applicable, shall adhere to the OPSEC program policies and practices as cited in the SPAWARINST 3432.1 and existing local site OPSEC procedures. The contractor shall develop their own internal OPSEC program specific to the task order and based on SSC Atlantic OPSEC requirements. At a minimum, the contractor program shall identify the current SSC Atlantic site OPSEC Officer/Coordinator.

8.3.2 OPSEC Training

Contractor shall track and ensure applicable personnel receive initial and annual OPSEC awareness training. Training may be provided by the government or a contractor's OPSEC Manager and shall, as a minimum, cover OPSEC as it relates to contract work, discuss the Critical Information applicable in the task order, and review OPSEC requirements if working at a government facilities. Any training materials developed by the contractor shall be reviewed by the SSC Atlantic OPSEC Officer, who will ensure it is consistent with SSC Atlantic OPSEC policies. OPSEC training requirements are applicable for personnel during their entire term supporting SPAWARSYSCEN Atlantic contracts.

8.3.3 SSC Atlantic OPSEC Program

Contractor shall participate in SSC Atlantic OPSEC program briefings and working meetings as required, and the contractor shall complete any required OPSEC survey or data call within the timeframe specified.

8.3.4 Classified Contracts

OPSEC requirements identified under a classified contract shall have specific OPSEC requirements listed on the DD Form 254 – Attachment 6.

8.4 DATA HANDLING AND USER CONTROLS

8.4.1 Data Handling

At a minimum, the contractor shall handle all data received or generated under this task order as For Official Use Only (FOUO) material. Any classified information received or generated shall be handled in accordance with Attachment 6, DD Form 254, and in shall be in compliance with all applicable PWS references and to other applicable Government policies and procedures that include DOD/Navy/SPAWARSYSCEN Atlantic.

8.4.2 Effective Use of Controls

The contractor shall screen all electronic deliverables or electronically provided information for malicious code using DoD approved anti-virus software prior to delivery to the Government. The contractor shall use appropriate controls (firewalls, password protection, encryption, digital certificates, etc.) at all times to protect task order related information processed, stored or transmitted on the contractor's and Government's computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. This includes ensuring that provisions are in place that will safeguard all aspects of information operations pertaining to this task order in compliance with all applicable PWS references. Compliance with Para 7.3.2.1, Data-at-Rest, is required on all portable electronic

devices including storage of all types. Encryption/digital signing of communications is required for authentication and non-repudiation.

9.0 GOVERNMENT FACILITIES

As specified in this PWS, Government facilities will be provided to the contractor that would otherwise adversely affect the work performance if they were not available on-site. All Contractor personnel with supplied government facilities shall be located as previously stated in this PWS.

Note: The burdened labor rate for those contractor personnel designated as "government site" shall include overhead costs allocable to government site work, consistent with the contractor's established accounting practices.

10.0 CONTRACTOR FACILITIES

If the contractor is not permitted to use on-base facilities as cited in Table 5 (Contractor Field Personnel at Marine Corps Facilities) preceding and is required to lease facilities, the cost for comparable facilities will be negotiated to reimburse actual cost as Other Direct Cost (ODC). Due to the non-availability of bldg. FC-263 aboard Camp Lejeune, NC, the contractor shall establish a facility within a thirty (30) mile radius of the main gate of Camp Lejeune, NC. Close proximity allows for proper contract administration duties. The contractor's facility is not necessary for the exclusive use of this Task Order and can be utilized on a shared basis.

11.0 CONTRACT PROPERTY ADMINISTRATION

11.1 PROPERTY TYPES

Contract property is either intangible (i.e., intellectual property and software IAW FAR Part 27) or tangible (i.e., government property IAW FAR Part 45). The contractor shall have established property management procedures and an appropriate property management point of contact who shall work with the assigned Government Property Administrator (PA) to ensure their property management system is acceptable. This task order will have the following property in support of the tasking requirements in PWS Paragraph 3.0.

11.1.1 Intangible Property – Intellectual/Software

11.1.1.1 Government Furnished Information (GFI)

Intellectual property includes Government Furnished Information (GFI) which includes manuals, drawings, and data that is provided to the contractor for performance of a contract. Depending on the document, certain information (e.g., technical specifications, maps, buildings designs, schedules, etc.) shall require addition controls for access and distribution. Unless otherwise specified, all GFI distribution and inventory shall be limited to need-to-know and returned at completion of the contract/task order. Table 8 lists GFI that shall be provided to the contractor after task order award.

Table 8. Government Furnished Information

Item	Description	Estimated Delivery Date
TDP	Technical Data Package	Within 14 days after TO award
SL-3	Component Stock List	Within 14 days after TO award
MI	Modification Instructions	Within 14 days after TO award
MWO	Modification Work Order	Within 14 days after TO award
TI	Technical Instructions	Within 14 days after TO award
SI	Supply Instructions	Within 14 days after TO award

11.1.2 Tangible Property – Government Property (GP)

In accordance with FAR clause 52.245-1 and 52.245-9, Government property shall be utilized on contract which includes all property owned or leased by the Government. Government property consists of Government-furnished property (GFP) and Contractor-acquired property (CAP). Under this task order, the following government property shall be applicable:

11.1.2.1 Government-Furnished Property (GFP)

As defined in FAR Part 45, Government-furnished property (GFP) is property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. GFP includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. At the time of award, a requirement for GFP has not been identified; however, GFP may be identified during execution of the TO.

11.1.2.2 Contractor-acquired Property (CAP)

As defined in FAR Part 45, Contractor-acquired property (CAP) is property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title. If CAP is required in the performance of this task order, it will be procured with Reimbursable funds on the ODC Material Services CLIN.

11.2 TRACKING AND MANAGEMENT

11.2.1 Contractor Property Management System

The contractor shall establish and maintain an acceptable property management system that is subject to review and approval by the KO and contract government Property Administrator. The contractor's property management system shall adhere to the applicable prescribed requirements in FAR clause 52.245-1.

11.2.2 Government Property Administrator

In accordance with FAR 42.201, the contract property administrator under this task order is designated as Defense Contract Management Agency (DCMA). The contractor shall work with the designated contract property administrator to ensure compliance with the contract's property requirements.

11.2.3 Property Transfer between Government and Contractors

Contractors shall not take receipt or transfer custody of any government property without possessing proper contractual authority; i.e., item specifically is identified as GFP in the basic contract or task order level. Per DoDI 4161.02, the government will use electronic transaction when transferring GFP to the contractor (specified by contract number) and upon return of the property to the government. The contractor shall use WAWF to receipt property transfer or use Defense Logistics Management System (DLMS) standard logistics transaction set 527R to provide materiel receipt acknowledgement. The applicable contract and task order number shall be cited to properly track property shipments.

Note: If electronic receipt is not available, at a minimum, the transfer of property shall not occur without proper paperwork; e.g., Requisition and Invoice/Shipping Document (DD1149), or the contractor's SR receipt.

11.2.4 Tagging and Item Unique Identification (IUID) Registry

In accordance with DFARS clause 252.245-7001, contractor shall tag, label, or mark all GFP items not previously tag, labeled, or marked. In accordance with DFARS clause 252.211-7007, the contractor shall ensure applicable Government Furnished Property (GFP) is identified in the DoD Item Unique Identification (IUID) Registry and its integral GFP Module. After a contractor takes possession of GFP, the contractor shall designate the item as GFP in the IUID Registry. If the item cannot be found in the IUID registry, the contractor shall enter the item. When GFP is returned to the government at the completion of the contract/task order, the contractor shall update the IUID registry Custody status. If the GFP item is consumed, destroyed, scrapped, lost, or abandoned during the contract/TO performance, the contractor shall update the item's status and annotate that it has been disposed.

11.2.4.1 IUID Reporting Criteria. Per DFARS clause 252.211-7003 and 252.211-7007, the contractor shall ensure GFP acquired items that are serialized regardless of unit acquisition cost are subject to Item Unique Identification (IUID) Registry Requirements. Contractor shall verify with government if questionable GFP items that are non-serialized or have an acquisition cost less than \$5,000 require an item unique identification or a DoD recognized unique identification equivalent. Exceptions to IUID requirements will be determined by the government.

11.2.4.2 Exception to IUID Reporting Criteria. As cited in 245.102, CAP is one of the listed GFP items that is not required to be tagged, labeled, or marked as GFP; however, if any CAP is returned to the government, the contractor shall appropriately tag it and enter it into the IUID registry or other specified government inventory system.

11.2.5 Government Property Records

In accordance with FAR clause 52.245-1, contractors and any subcontractors if applicable shall be responsible for establishing and maintaining records of Government Property in their possession – this includes CAP. The CAP records shall contain at a minimum the data elements as described in FAR clause 52.245-1 and shall be submitted for review as part of the Inventory Tracking Report (T014).

11.2.6 Warranty Tracking

Contractors shall track purchasing of all CAP internally within their inventory system. In accordance with DFARS clause 252.246-7006, contractors shall track warranty information for all CAP items serialized with an IUID in the WAWF and shall be recorded on an warranty tracking report (CDRL T014). Contractor records are subject to Government review at any time.

11.3 TRANSFERRING ACCOUNTABILITY

Government property cannot be transferred between contracts or task orders unless approval is obtained from the Ordering Officer, proper identification/tracking is maintained, and modifications are issued to both affected contracts/task orders. Contractor shall ensure they have all necessary documentation required for authorized transfer of property from one contract/task order to another. Transfer documentation shall specify the type, quantity and acquisition cost of each item being transferred. For CAP that is transferred to another contract/task order, the items shall be considered GFP when retained by a contractor for continued use.

11.4 LOST OR DAMAGED ITEMS

Contractor shall promptly report to the COR and KO all lost and/or damaged government property. The requirements and procedures for reporting lost Government Property are specified in DFARS clause 252.245-7002.

11.5 INVENTORY DISPOSITION

When disposition instructions for GFP are contained in the accountable contract or on the supporting shipping documents (DD Form 1149), the Contractor shall initiate and submit an excess inventory listing to the Ordering Officer.

In accordance with DFARS clause 252.245-7004, when disposition instructions are not stipulated in the contract or supporting shipping document (DD Form 1149), an excess inventory listing is required that identifies GFP and, under cost reimbursement contracts, CAP. This list shall be submitted to the Ordering Officer, via the activity Property Administrator, at which time disposition instructions will be provided.

A final inventory reporting list shall be included in the TO Closeout Report (CDRL T016). At the time of the Contractor's regular annual inventory, the Contractor shall provide the Ordering Officer, via the assigned Property Administrator, a copy of the physical inventory listing. All contractor personnel shall be responsible for following the company's internal inventory management procedures and correcting any problems noted by the government property administrator.

11.6 PERFORMANCE EVALUATION

Non-compliance with the contract's Government Property terms and conditions shall negatively affect the contractor's annual Contractor Performance Assessment Reporting System (CPARS) rating.

12.0 SAFETY ISSUES

12.1 OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general),

1915 (shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to the respective task orders under this contract. Without government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system.

12.1.1 Performance at government facilities

The contractor shall immediately report any accidents involving government or contractor personnel injuries or property/equipment damage to the contracting officer and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the contracting officer.

12.2 SAFETY EQUIPMENT

All personal safety equipment required to perform work under this contract shall be provided by the contractor and must be in satisfactory working order. Personal safety equipment shall include, but not be limited to -- hard-hats, safety shoes, safety gloves, goggles, hearing protection, non-flammable clothing for hot work personnel, gas/oxygen detectors for confined spaces, face shields, and other types of safety equipment required to assure a safe work environment and compliance with applicable federal, state and local safety regulations.

12.3 SAFETY TRAINING

The contractor shall be responsible to train all personnel that require safety training. Specifically, where contractors are performing work at Navy shore installations, that requires entering manholes or underground services utility the contractor shall provide a qualified person as required in 29 CFR 1910 or 29 CFR 1926 or as recommended by the National Institute for Occupational Safety and Health (NIOSH) Criteria Document for Confined Spaces. Also, when contractors are required to scale a tower, all applicable personnel shall have Secondary Fall Protection and Prevention training.

13.0 TRAVEL

13.1 LOCATIONS

The majority of the work under this task order shall be performed at Marine Corps Bases and Stations worldwide, including deployed and imminent danger areas. Travel shall be performed in accordance with the ITES-2S basic contract. Travel will be required and the contractor shall be prepared to travel, at a minimum, to the following locations: (see Table 9 for historical travel locations)

- 1) Department of Defense facilities worldwide (CONUS and OCONUS)
- 2) Potential and actual hostile areas
- 3) Foreign government locations

Table 9. Historical Travel Locations

Location	Location	Location	Location
Aurora CO	Great Lakes IL	Seal Beach CA	Italy
Bridgeton MO	Houston TX	Selfridge MI	Kuwait
Bristol PA	Kansas City MO	Charleston SC	Morocco
Brooklyn NY	MCAS Beaufort SC	Tampa FL	Panama
Brookpark OH	MCAS Iwakuni Japan	-----	Romania
Charlotte NC	MCB Quantico VA	Afghanistan	South Korea
Chicago IL	Bridgeport CA	Australia	Spain
Devens MA	Minneapolis MN	Bahrain	Thailand

Fort Lewis WA	Pasadena CA	Djibouti	
Fort Worth TX	Portland OR	Germany	
Garden City NJ	Red Bank NJ	Honduras	
Grand Prairie TX	San Bruno CA	Peru	

13.2 PERSONNEL MEDICAL REQUIREMENTS

The contractor shall be required to travel to locations outside the Continental limits of the United States (OCONUS) both shore and afloat. Contractor employees who deploy to locations that require immunizations shall do so in accordance with Department of Defense Instruction (DoDI) 6205.4, Department of the Navy (DON), and Space and Naval Warfare Systems Center Atlantic Instruction (SPAWARSYSCENLANTINST) 12910.1A.

13.3 LETTER OF AUTHORIZATION

Some travel shall require a Letter of Authorization (LOA). As noted in DFARS PGI 225.7402-3(e), a LOA is necessary to enable a contractor employee to process through a deployment processing center; to travel to, from, and within a theater of operations; and to identify any additional authorizations and privileges. The contractor shall initiate a LOA for each prospective traveler. The contractor shall use the Synchronized Pre-deployment & Operational Tracker (SPOT) web-based system, at <http://www.dod.mil/bta/products/spot.html>, to enter and maintain data with respect to traveling/deployed personnel, and to generate LOAs. When necessary and if in the Government's interest, the contractor may also initiate a LOA request to provide an official traveler access to Government facilities and to take advantage of travel discount rates in accordance with Government contracts and/or agreements. All privileges, services, and travel rate discount access are subject to availability and vendor acceptance. LOAs shall be signed and approved by the SPOT registered Ordering Officer for the applicable task order.

13.4 SPECIFIED MISSION DESTINATIONS

The contractor may be required to travel to locations designated as Specified Mission Destinations which are listed in the latest SSC Atlantic OCONUS Travel Guide portal (latest link to be provided at task order award). In accordance with DoDI 3020.41 and SPAWARSYSCENLANTINST 12910.1A, work performed at Specified Mission Destinations is subject to relevant contract clauses, as well as the requirements set forth in the aforementioned guide. The contractor shall be able to meet all clause and guide requirements 35 days prior to travel within the applicable specified destinations. When deployment to a Specified Mission Destination is required, the contractor shall be responsible for processing applicable deployment packages for its personnel in accordance with the SSC Atlantic OCONUS Travel Guide portal. Note: The portal is NOT the authoritative source, as it is only a guide. The contractor shall be responsible to know and understand travel requirements as identified by the Combatant Command (COCOM) and applicable country. Commencing no later than seven (7) days after task order award requiring travel to specified mission destination(s), the contractor shall submit all required OCONUS Deployment Documentation and Package (CDRL T023) to the task order technical POC and/or Command Travel/Deployment Coordinator.

13.5 THEATER BUSINESS CLEARANCE (TBC) SPECIAL REQUIREMENTS

Contractors required to travel to Afghanistan shall conform to CENTCOM - Joint Theater Support Contracting Command (C-JTSCC) (formerly known as JCC-I/A) Special Requirements for those listed locations which are within the USCENTCOM area of responsibility.

14.0 ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the Quality Assurance Surveillance Plan (QASP).

15.0 OTHER CONDITIONS/REQUIREMENTS

15.1 NON-DISCLOSURE AGREEMENT (NDA) REQUIREMENTS

COC performance, configuration, location, status, or other related information is sensitive and shall not be disclosed to unauthorized persons or organizations without prior approval from the COR. Appropriate safeguards to archive and protect all forms of information and data, sensitive or classified, is required. Contractor employees located on Marine Corps installations or in facilities with COCs, or having access to information relating to COC locations, operational status, or other sensitive information must have at minimum a secret security clearance. Requests for information pertaining to this PWS from other than the COC Program Office are referred to the COR. The contractor provides personnel status reports to the COR using the Contractor Roster (CDRL T022).

15.2 FUNDING ALLOCATION

This TO is funded with multiple appropriations with various Accounting Classification Reference Numbers (ACRNs). Depending on the services performed and the applicable timeframe, the contractor shall invoice cost in accordance with Section B, Section C, and Section G of the TO award. Unless otherwise advised, all summary of work and financial information provided in the Contractor's Progress Status and Management Report (CDRL T001) and Performance and Cost Report (CDRL T012) shall be broken down by each TO funding CLIN. The ability of the contractor to perform adequate billing and accounting will be reflected in the contractor's annual government Contractor Performance Assessment Report (CPAR) rating.

LIST OF ATTACHMENTS

- Attachment 1 – Quality Assurance Surveillance Plan (QASP)
- Attachment 2 – CDRLs - DD FORM 1423
- Attachment 3 – COC Physical Description and Major Components
- Attachment 4 – COC Variants, Quantities, and Unit Locations
- Attachment 5 – Annotated Marine Corps Components Lists (SL-3)
- Attachment 6 – DD Form 254

(End of Summary of Changes)